

## **THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS**

### **LEGAL NOTICE**

Request for Letters of Interest

CSO Solicitation No. 2389

### **SUPPORT SERVICES FOR THE DBE BUSINESS ASSISTANCE PROGRAM**

The Connecticut Department of Transportation (Department) is seeking to retain one professional services firm to provide Disadvantaged Business Enterprise (DBE) Supportive Services. It is intended for the chosen firm to provide business development services to firms certified in the Connecticut Department of Transportation DBE Program and provide support to the Department by conducting outreach, engagement activities, and program assessments. This program is intended to help DBE's develop market presence and enhance their ability to successfully compete and participate in transportation contracting and consulting opportunities.

The selected firm will assist DBE firms as needed through the contracting or consulting process and may provide support services during the duration of a contract to ensure success. The consultant will also work with firms to improve their ability to compete and market their services to the Transportation industry, as well as provide specific services related to assisting firms in the following areas:

Financial Management Services – relative to Loan Packaging, Project Financing, Insurance, Bonding, and obtaining Lines of Credit.

Procurement – Identify contract opportunities, assist with prequalification, bid and proposal preparation, equipment needs, managing work schedules, navigating the consultant selection process and managing construction schedules.

Financial Management: Provide assistance to the DBE firms to determine their current financial condition. Assess the needs of the firm and determine what steps the firm needs to take to address those needs. Work with the firm to identify problem areas and prescribe and assist the firm along a corrective path.

- Identify lending resources and assist firms with paperwork in the preparation of applications for loans, lines of credit and bonding
- Assist firms in identifying financial products that may provide capital to meet their needs (traditional and non-traditional)
- Work with firms to manage project costs and cash flow
- Identify potential project financing
- Managing cash flow
- Understanding and identifying insurance needs and possible resources available

Procurement assistance: The Service Provider(s) will assist the DBE in making an accurate assessment of what is necessary to perform and complete a contracting opportunity. At minimum, the Service Provider(s) will provide guidance in the following areas:

- Work with firms to identify contracting opportunities
- Review bids/estimates/proposals for accuracy with respect to completeness and compliance with bid/proposal documents
- Review the accuracy of manpower and labor allocation to meet the construction schedule
- Developing a manpower allocation schedule

- Assess Equipment needs
- Assess subcontractor requirements
- Developing a specific work schedule
- Review terms and conditions of contract
- Managing project costs and change orders
- Facilitate the Development of Industry Relationships
- Working with Suppliers
- Dispute resolution

The contract will be limited to three (3) years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new tasks will be assigned after three (3) years from the start of the contract. The value of the contract is estimated to be \$700,000. The total number of assignments may vary depending on the Department's needs.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firms will also be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of the assignments.

If your firm would like to be considered for this assignment, your submittal should consist of a one page letter of interest and Department Form CSO 255 (rev. June 2022) with a maximum of five resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [DOT.CSOSubmittals@ct.gov](mailto:DOT.CSOSubmittals@ct.gov) by 3:00 p.m. on or before **October 23, 2023** and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2389.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3346 or at the email listed above. Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by January 2024.

Included in the submittal must be a brief narrative summarizing your proposed staff, qualifications, experience and expertise in the following:

- (1) Proposed Staff Size and Qualifications  
Weighted scoring value = 10%
- (2) Experience providing business services to small minority and women owned businesses  
Weighted scoring value =20%
- (3) Experience providing services to small construction contractors to assist them with bidding successfully for contracts  
Weighted scoring value = 20%
- (4) Experience in identifying and providing business development resources and providing services to assist small minority and woman owned businesses to obtain and perform successfully on contracts  
Weighted scoring value = 20%
- (5) Background and understanding of identifying financial resources to assist small minority and woman owned businesses obtain capital (traditional and non-traditional resources)

- Weighted scoring value = 10%
- (6) Background and understanding of current business trends and conditions and how they effect small minority and woman-owned businesses  
Weighted scoring value = 10%
- (8) Familiarity with the USDOT DBE Program  
Weighted scoring value = 5%
- (9) Creative solutions to address small business issues  
Weighted scoring value = 5%

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Section 9-612(f), as amended by Public Act 21-76, any principal of a state contractor or prospective state contractor submitting a bid or proposal for a state contract are directed to the State Elections Enforcement Commission's [Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations](#). The Notice is hereby made a part of this solicitation. Additionally, any principal of a state contractor or prospective state contractor is required to complete a [Campaign Contribution Certification](#) prior to execution of the contract.

Please note that Connecticut General Statutes Section 4-252, Section 4-252a, and Section 4a-81 were amended by Public Act 21-76 to no longer require the certifications and affidavits previously required from state contractors and prospective state contractors as part of the bidding, proposal or contracting process. Instead, the requirements for these above-referenced sections are described below.

**Notice of Representation Requirements of Connecticut General Statutes Section 4-252:**

The official or employee of such state agency or quasi-public agency who is authorized to execute state contracts shall represent that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large state contract shall, upon execution of such contract, make the following representations in the resulting contract: (1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for state contracts or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; (2) That no such principals and key personnel of the person, firm or corporation, or agent of such

person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (3) That the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

**Notice of Certification Requirements of Connecticut General Statutes Section 4-252a:**

(a) For purposes of this section, "state agency" and "quasi-public agency" have the same meanings as provided in section 1-79, "large state contract" has the same meaning as provided in section 4-250 and "entity" means any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States, but excludes any United States subsidiary of a foreign corporation. (b) No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity unless such contract contains a certification that such entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

**Notice of Representation Requirements of Connecticut General Statutes Section 4a-81:**

(b) (1) Each contract described in subsection (a) of this section shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. As used in this section, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 as of the date such contract is executed in accordance with the provisions of this section. (2) Such representation shall be sworn as true to the best knowledge and belief of the person signing the contract and shall be subject to the penalties of false statement. (3) Such representation shall include the following information for each consulting agreement listed: The name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firms will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

All inquiries regarding this request for letters-of-interest shall be directed to Ms. Amie Maines of the Consultant Selection Office at (860) 594-3346 or [Amie.Maines@ct.gov](mailto:Amie.Maines@ct.gov).

Connecticut Department of Transportation  
An Equal Opportunity / Affirmative Action Employer